

**Study Session**  
**Minutes**  
**Jan 24, 2003**  
**10:00 a.m. – 1:00 p.m.**

Commissioners present: Leo Gaeta, Mario Reyes, Gabriel Banfi, Yvonne Lopez-Morton, Christina Guillen-Cook, Alice Castilleja-Lara, Edward Davila and Becky Diaz

Commissioners absent: Diana Avalos

Staff present: Antonio Ginatta and Vita Echeverria

Invited guests: Cathy Lowenberg, Assistant to Governor Locke on Community Outreach

### **Committee Reports**

#### **Administrative Policies Revision Committee:**

Commissioner Davila expressed concern about the definition of the word discipline, stating it was unclear what discipline comprised. He also was unclear about whether there would be different definition of disciplines for staff and commissioners. He asked why ethics was not addressed in the discipline section, and suggested that it be placed as a bullet in the introduction to the ethics section.

Commissioner Reyes motioned to approve the draft with the corrections suggested by Commissioners Davila and Banfi. Commissioner Guillen-Cook seconded the motion. Motion passed unanimously.

Commissioner Davila discussed the need for leadership development within the CHA, and that maybe two two-year terms for the chair and vice-chair were too long. Commissioner Davila motioned that the chair should only be able to run for one two-year term. Commissioner Diaz seconded, but retracted. Commissioner Davila amended the original motion to include both chair and vice-chair in the limitation to one two-year term. Commissioner Banfi seconded the motion. Motion failed to carry by a 5 to 3 vote.

#### **Personnel Committee:**

Chair Gaeta detailed the work of the committee and asked for motions to both accept the criteria and to appoint a standing Personnel Committee. Commissioner Davila motioned to accept the the developed criteria and process for commissioner recruitment. Commissioner Lara seconded. Motion approved unanimously.

Commissioner Banfi motioned to appoint a permanent personnel committee. Commissioner Diaz seconded. Motion approved unanimously.

## **Commissioner Reception Committee:**

Commissioners Guillen-Cook and Avalos are on this committee. The committee determined at last meeting that Olympia was too soon to plan for a commissioner reception, and put off the idea until June. The Committee will begin considering funding sources for the reception.

Commissioners Davila and Reyes will bring to the next meeting an outline or checklist of suggested procedure to invite community members to meetings.

## **Unfinished Business**

Director Ginatta stated that the 2003 Legislative Agenda was completed and translated. The office will send the agenda to all legislators. A press release on the agenda will also be sent to press contacts. Commissioners were recommended to get the Agenda out to their local communities. Commissioners will send to Vita a list of community media contacts so that the CHA central database can be updated. Staff will continue to be responsible for updating the media info.

Director Ginatta updated the Commission on the request for a letter of support from the Governor directed to the employers of each commissioner. Director Ginatta stated that he had spoken with Kelly Wicker and that it appeared that such a letter was not possible. The alternative was to have a letter sent to employers signed by Director and Chair Gaeta. Cathy Lowenberg suggested that maybe the appointment signed by the Governor could be modified to meet the needs of the commissioners.

Director Ginatta notified commissioners that the CHA website was back up and also bilingual. Commissioners needed to update their bios and identify whether they needed a picture on the site. Director Ginatta asked the commissioners to translate their bios if possible. The CHA also now has a toll-free number (800-443-0294).

Chair Gaeta set a deadline of February 15<sup>th</sup> for the completed bios and the community media lists.

## **BREAK**

Cathy Lowenberg, Community Outreach: Spoke about the changes in Governor Locke's staff, which may have caused difficulty in accessing his office (Helen Howell, deputy chief of staff left to head the Department of Financial Institutions and Andrea Blue, the executive policy analyst for CHA issues had also left). The Governor has 20 to 30 policy analysts, and commissioners are able to meet with them directly.

The Governor has a scheduling team which meets every week. Commissioners can contact her or Alfonso about meetings or scheduled events that need to get to the governor. She is going to set up a form and get it to Vita so there can be a master list started to identify key issues in the community. The Governor stated at the joint study

session that commissioners are the voice and ears of the community, and if the communities have a problem communicating with the Governor, then the commissioners should contact the Governor's staff

The Governor's communication office could use ideas on how they can work with the Spanish media. She gave the contact info of the communication office [AMG: Vita has this information in the office if you did not get it at the meeting.]

The Governor's public schedule is accessible at his website ([www.governor.wa.gov](http://www.governor.wa.gov)).

## **New Business**

Director Ginatta discussed budget, concerns. He suggested putting off the discussion until the public meeting. Commissioners agreed.

Chair Gaeta and Director Ginatta reviewed the new commissioner manual and asked all commissioners to read and sign their statement of agreement..

Commissioner Lara asked why there hadn't been an appointment in Pasco yet. Director Ginatta told her that the Pasco appointment had been postponed until the Personnel Committee could meet to establish acceptable criteria for recruitment. Now that the CHA had agreed upon criteria, and the Personnel Committee established, the Pasco position would be addressed.

Director Ginatta passed out a copy of Robert's Rules of Order to all commissioners.

Director Ginatta suggested that the discussion on letter-writing be put off until the public meeting.

Director Ginatta asked that everyone take a look at the Executive Director's report. Each commissioner should track their contacts & meetings that they have attended so that the office could officially report it to the Governor and the public.

Commissioner Davila suggested that we have a strategic plan. Director Ginatta met a Latino community member who facilitates meetings. That person may be helpful to facilitate a strategic plan.

Commissioners were given an evaluation to complete about the commission. They were asked to turn it in as soon as possible.

## **Election of Vice-Chair**

Commissioner Diaz nominated Commissioner Banfi for the position of vice-chair. Commissioner Lara nominated Commissioner Lopez-Morton. Commissioner Lopez-Morton respectfully declined, citing her recent arrival on the Commission. Commissioner Guillen-Cook nominated Commissioner Lara. Commissioner Lara declined, citing that her term was to expire in August.

Commissioner Banfi was elected unopposed as vice-chair. He will serve out the rest of Commissioner Gallegos's term, which would have expired 8/1/03.

Selection of meeting locations for future Commission meetings will be discussed at the public meeting.

Adjourned at 12:50 p.m.